

NATIONAL HEADQUARTERS
CIVIL AIR PATROL
500 Fifth Avenue
New York 18, New York

COMMUNICATIONS DIRECTIVE)
NO. 5A)

24 May 1944

RECEIPT, ISSUE, AND DISTRIBUTION
OF
SURPLUS, OBSOLETE, AND RECLAIMED COMMUNICATIONS MATERIAL

NOTE: This directive supersedes Communications Directive No. 5A dated 6 March 1944 which will be removed from all files and destroyed.

1. General. The provisions of this directive apply only to such material and equipment made available for the purposes listed in Communications Directive No. 5, par 4, dated 10 February 1944. The subject type of signal communication material and equipment will be shipped to Wing Commanders from certain Army Depots. Since the subject material is public property, it is imperative that Wing Commanders be able to give full account of it at any time. Other items of communication equipment will be issued through normal channels.

2. Receipting. a. The Wing Commander or his Communications Officer will carefully check each shipment. Shortages, if any, will be listed on the back of the last page of the shipping document. After this has been done, the certificate quoted below will be signed by the Wing Commander. He will enter this certificate on the last page (reverse side, preferably) of the shipping document which consigns the material and equipment to him:

(date received)

"This is to certify that the above listed equipment has been received and will be distributed for the purposes listed in Communications Directive No. 5, par 4. Shortages are listed hereon."

b. The certified shipping ticket will be forwarded to:
Signal Property Officer
Hq, Civil Air Patrol
500 Fifth Avenue
New York 18, New York

c. Semiannually, National Headquarters will prepare and send to each Wing Commander a Memorandum Receipt which will list the non-expendable items consigned to his Wing. The foregoing items will be only those for which National Headquarters is formally accountable. The effective dates of the Memorandum Receipts will be 1 July and 1 January and any necessary adjustments will be predicated on those two dates. Until the Wing Commander has signed and returned his renewed Receipt, either his previous one or the certified receipt prescribed in par 2a will remain in effect. Upon compliance with this paragraph, his preceding Memorandum Receipt will be returned to the Wing Commander for disposition.

3. Issuing. The subject material and equipment will be issued to subordinate units under the supervision of the Wing Communications Officer. The Wing Commander will ascertain that a signed receipt is filed at Wing Headquarters for each and every item issued. Copies of such receipts will not be forwarded to National Headquarters.

4. Distribution. a. Supply of the type of material and equipment coming within the scope of this directive is primarily a matter of availability. That being the case, a continuous procurement program has been undertaken by the National Communications Office. Therefore, requisitions will not be submitted to National Headquarters.

b. When stocks of communication material and equipment have been released to Civil Air Patrol, distribution will be effected by one of the following methods:

(1) The allotment will be apportioned to each wing without delay if the quantity permits. Equity in making the apportionment will be attained by observance, in the order named, of these factors: The number of squadrons, wing membership, and WERS participation.

(2) When stocks are too small to permit distribution to all wings, the National Communications Officer will determine their disposition.

c. The above procedure is designed to obviate the use of requisitions. Nevertheless, it is not intended to discourage Wing Communications Officer from acquainting National Headquarters with any communication equipment problems which have not been cleared up through the operation of this directive.

5. Signatures. All certificates, receipts, etc. noted above will be signed by the Wing Commander only. Signatures should be typed as follows:

John J. Smith

JOHN J. SMITH,
Major, CAP,
Wing Commander.

By direction of National Commander JOHNSON:

Frank I. Adams

FRANK I. ADAMS,
Capt., Air Corps,
Communications Officer.